

## ***State Registered License***

The State Registered Contractor is issued a competency card and is registered with the State of Florida for a specific trade. County level testing required. **(See Prometric Examination Information below)**

### **What you need to register your current State Registered License in Santa Rosa County**

We cannot accept your license if you are **“Grandfathered In”** with another county.

If you took the Block & Associates, Experior or Prometric Exam in another county that we have a reciprocal agreement with, the following items are required.

1. You must contact the sponsoring county and request that they mail a reciprocal letter to us stating all the particulars of the examinations.
2. The reciprocal letter must state you hold a valid current certificate in said county, the date your exam was prepared, proctored, and graded by Block & Associates, Experior or Prometric, your grade must be 75% or greater, including your applicant number and contractors trade.
3. The original letter must be mailed directly from the county. (No hand delivery will be accepted)

### **Once the Reciprocal Agreement process is complete the following items are required.**

1. Provide a copy of your current State Registered License.
2. Provide a copy of your current Florida Business Tax Receipt (formerly occupational license) from your local Tax Collectors Office for your particular trade.
3. Provide a Certificate of General Liability Insurance with Santa Rosa County as the certificate holder. (See insurance requirements below)

4. Provide a Certificate of Worker's Compensation Insurance. (Including the WC Declaration Page if the insurer is outside the State of Florida)  
or  
If you do not have employees, we will accept your Florida Worker's Compensation Exemption Certificate.
5. Provide a [Hold Harmless Agreement](#) signed, dated and witnessed.
6. Provide [Letter of Authorization](#): If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete the form, have it notarized, and return the original to our office.
7. Provide a copy of your Drivers License.
8. Pay Competency Card Fee. (Payable to Santa Rosa County by check or cash)

**\*\*\*VERY IMPORTANT\*\*\***

**ALL PAPERWORK MUST STATE YOUR COMPANY NAME EXACTLY AS IT  
APPEARS ON YOUR CONTRACTOR'S LICENSE**

**What you need for Santa Rosa County State Registered Competency Card after you have passed the Trade Examination**

**(See Prometric Examination Information below)**

**After you have passed the trade examination with a score of 75% or better for your Competency Card, follow the steps below.**

1. Provide a Certificate of General Liability Insurance with Santa Rosa County listed as the certificate holder. (See insurance requirements below)
2. Pay Competency Card fee. (Payable to Santa Rosa County by check or cash)
3. Provide a copy of Santa Rosa Business Tax Receipt for the trade you tested in. This information can be obtained at Santa Rosa County Tax Collector. (You need to present your Temporary Competency Card)
4. Complete a State Registration Application package. For a copy of the application: [www.myflorida.com/dbpr/pro/cilb/documents/initial\\_issuance\\_licensure\\_registered\\_contractor\\_application\\_package\\_enterable.pdf](http://www.myflorida.com/dbpr/pro/cilb/documents/initial_issuance_licensure_registered_contractor_application_package_enterable.pdf)

This package will require credit reports, financial statements, recorded release of liens/judgments, bankruptcy clarifications, and a civil rights re-instatement if they have been taken away. You must have a court disposition on the convictions of repeat DUI's, controlled substances, etc.

\*\*After you receive your State Registered License from DBPR, a copy must be provided to Santa Rosa County. (Check with DBPR regarding their continuing education requirements)\*\*

5. Provide a Certificate of Worker's Compensation Insurance. (Including the WC Declaration Page if the insurer is outside the State of Florida)  
or  
If you do not have employees, we will accept your Florida Worker's Compensation Exemption Certificate.

6. Provide a [Hold Harmless Agreement](#) signed, dated and witnessed.
7. Provide [Letter of Authorization](#): If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete the form, have it notarized, and return the original to our office.
8. Provide a copy of your Drivers License.

**When everything has been completed your temporary competency card will be exchanged for a permanent competency card.**

**\*\*\*VERY IMPORTANT\*\*\***

**ALL PAPERWORK MUST STATE YOUR COMPANY NAME EXACTLY AS IT APPEARS ON YOUR CONTRACTOR'S LICENSE**

## **Insurance Requirements**

1. Each contractor will provide a current General Liability Certificate of Insurance with a minimum limit of \$300,000 per occurrence, plus will have a minimum limit of \$600,000 for general aggregate, and products completed/operations aggregate must be included. With the certificate holder listed as Santa Rosa County, 6051 Old Bagdad Hwy, Room 202, Milton, FL 32583. The Certificate of Insurance will also state a "Hold Harmless" clause.
2. The current Workers' Compensation Certificate of Insurance (Including the WC Declaration Page if the insurer is outside the State of Florida)  
or  
If you do not have employees, the current Florida Workers' Compensation Exempt Certificate.
3. The current Santa Rosa County Business Tax License or the Business Tax License from the applicant's home office, if located within the State of Florida.

## **Contact Information**

### **Santa Rosa County Tax Collector**

6495 Caroline Street (Hwy 90)  
Milton, Florida 32570  
Phone (850) 983-1800  
Fax (850) 623-8655

### **Establishing a Corporation or LLC**

Visit the [www.alacorporateservices.net/csflorida.html](http://www.alacorporateservices.net/csflorida.html) website or call 1-800-494-3124.

### **Workers' Compensation**

Florida State of Financial Services  
Dept of Workers Compensation  
610 E Burgess Road  
Pensacola, Florida 32504  
Phone (850) 453-7804

## **Helpful Information**

DBPR Approved Credit Agencies

[www.myflorida.com/dbpr/pro/cilb/documents/cilb\\_credit\\_reporting\\_agencies.pdf](http://www.myflorida.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf)

Change from Individual to Qualifying Business Application

[http://www.myflorida.com/dbpr/pro/cilb/documents/change\\_status\\_individual\\_to\\_qualifying\\_business\\_application\\_package\\_enterable.pdf](http://www.myflorida.com/dbpr/pro/cilb/documents/change_status_individual_to_qualifying_business_application_package_enterable.pdf)

Change from Qualifying Business to Individual Application

[http://www.myflorida.com/dbpr/pro/cilb/documents/change\\_status\\_qualifying\\_business\\_to\\_individual\\_application\\_package\\_enterable.pdf](http://www.myflorida.com/dbpr/pro/cilb/documents/change_status_qualifying_business_to_individual_application_package_enterable.pdf)

Change from One Business Entity to Another Application

[http://www.myflorida.com/dbpr/pro/cilb/documents/change\\_status\\_one\\_business\\_to\\_another\\_application\\_package\\_enterable.pdf](http://www.myflorida.com/dbpr/pro/cilb/documents/change_status_one_business_to_another_application_package_enterable.pdf)

Change from Active to Inactive Status Application

[http://www.myflorida.com/dbpr/pro/cilb/documents/change\\_status\\_active\\_to\\_inactive\\_application\\_package\\_enterable.pdf](http://www.myflorida.com/dbpr/pro/cilb/documents/change_status_active_to_inactive_application_package_enterable.pdf)

Change from Inactive to Active Status Application

[http://www.myflorida.com/dbpr/pro/cilb/documents/change\\_status\\_inactive\\_to\\_active\\_application\\_package\\_enterable.pdf](http://www.myflorida.com/dbpr/pro/cilb/documents/change_status_inactive_to_active_application_package_enterable.pdf)

## **Prometric Examination Information**

1. Submit [2008 Prometric Exam Registration application](#) with the Santa Rosa County Contractor Licensing Office. A \$50 [sponsorship](#) fee is required payable to Santa Rosa County by check or cash\*.
2. A quarterly exam is given locally in Pensacola in February, April, August, and November. Refer to [2008 Prometric Exam Schedule](#) for information regarding the test dates in Pensacola and other locations.
  - a. A \$70 fee is required per exam; payable to Prometric by certified check, cashiers check, money order, Visa or MasterCard\*.
  - b. All exam applications must be received by Prometric on or before the scheduled cutoff date, which is approximately 15 days before the examination.
3. A passing score for the Santa Rosa County Competency Board is 75% or greater.
4. For additional information visit 2008 Prometric Testing Agency Registration and Scheduling Instructions Bulletin.  
[www.prometric.com/NR/rdonlyres/ejourzbjcywjrgav2qgnmp6htniman7mxwop3v2yi6czndro27cghjixqnj27a2bh23gwbewiqk77ylwb2laganryg/FLRegisForm20071026P.pdf](http://www.prometric.com/NR/rdonlyres/ejourzbjcywjrgav2qgnmp6htniman7mxwop3v2yi6czndro27cghjixqnj27a2bh23gwbewiqk77ylwb2laganryg/FLRegisForm20071026P.pdf)

## **For Types of Contractors and Prometric Exam Information**

Visit website [www.prometric.com/Florida/flcicoinfo05.htm](http://www.prometric.com/Florida/flcicoinfo05.htm)

- a. **Choose which Category At top of chart: General Construction, Electrical, Plumbing or Mechanical.**
- b. **Refer to column “FLBC-04”.**
- c. **Choose the applicable Construction Exam at the 75% score.**

## **Exam Categories**

**General Construction**

**Building Construction**

**Residential Construction**

**Air Conditioning Unlimited Class “A”**

**Air Conditioning Limited Class “B”**

**Aluminum Construction** *“Specialty Structure Contractor”*

**Burglar Alarm Electrical** *“Alarm Contractor I”*

**Burglar & Fire Alarm Electrical** *“Alarm Contractor II”*

**Demolition** (Local County License)

**Hurricane Protection Installation** (Local County License)

**Irrigation & Lawn Sprinkler** (Local County License)

**Low Voltage Electrical**

**Marine Construction** (Local County License)

**Master Electrical**

**Master Gasfitter** *“Natural Gas Contractor”* (Local County License)

**Master Mechanical Construction**

**Master Plumbing with Gas**

**Roofing**

**Sign “Electrical”**

**Sign “Non-Electrical”** (Local County License)

**Swimming Pool “Residential”**

**Swimming Pool “Commercial” Unlimited**

**Underground Utilities Construction**

**Windows, Doors, and Siding** (Local County License)

Business & Law (*Not required in Santa Rosa County*)

Journeyman Electrical (*Competency card not issued*)

Journeyman Plumbing (*Competency card not issued*)